

## **PRIVATE SECTOR PROJECT PROPOSAL HUB**

### **STATEMENTS OF CAPABILITY**

The Barbados Private Sector Association (BPSA) has received a Grant from the Caribbean Aid for Trade and Regional Integration Trust Fund (CARTFund), administered by the Caribbean Development Bank (CDB), financed by the UK Department for International Development (DFID) with decisions on approval of projects made by a Steering Committee comprising DFID, CARICOM and CARIFORUM. The BPSA intends to apply part of the proceeds to eligible payments under the contract for which this invitation is issued.

The project proposal hub is intended to give the private sector access to a Consultant with expertise in developing project proposals that meet the criteria set out by the major international funding agencies. The project will also seek to create and strengthen capacity within private sector organisations and individual firms through the design and delivery of short-term specialised training courses in project proposal writing.

The consultancy services will include, *inter alia*:

- (a) The formulation of specific proposals as demanded by specific firms/ entrepreneurs or by business support organisations;
- (b) The design and execution of short-term training courses for firms/entrepreneurs and business support organisations; and
- (c) The formulation of basic guides on writing project proposals.

The Consultant(s) should possess:

- (a) A track record of at least 10 years in project planning and management or resource mobilisation;
- (b) A demonstrable track record of developing and writing winning project proposals;
- (c) Familiarity with the grant financing requirements of the major development partners in the region;
- (d) Graduate degree in international trade/relations, economics, business management/administration, finance, project management, marketing or other related field;
- (e) Excellent command of English;
- (f) Excellent oral and written communication skills;
- (g) Ability to work effectively in a dynamic environment; and
- (h) Excellent training/facilitation, computer and organisational skills.

Previous experience in business development, trade policy and/or managing technical assistance to the private sector would be an asset;

The BPSA now invites the submission of Statements of Capability from eligible Consultants who are interested in undertaking the services.

Consultants shall be eligible for procurement if:

- (a) in the case of a body corporate, it is legally incorporated or otherwise organised in an eligible country, has its principal place of business in an eligible country and is more than 50 per cent beneficially owned by a citizen or citizens and/or a *bona fide* resident or residents of an eligible country or countries or by a body or bodies corporate meeting these requirements;
- (b) in the case of individuals and unincorporated firms, the person or persons is or are a citizen or citizens or bona fide resident or residents of an eligible country; and
- (c) in all cases, the Consultant has no arrangement and undertakes not to make any arrangements whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are CDB Member Countries.

Submissions will be assessed based on technical competence, qualifications and experience, regional experience on similar assignments, financial capability, the extent of prior commitments, and proficiency in English. Submissions should include corporate profile, descriptions of similar projects completed within the past five years, and the Consultant's curriculum vitae.

Statements of Capability must be submitted in sealed envelopes marked "STATEMENT OF CAPABILITY: PRIVATE SECTOR PROJECT PROPOSAL HUB". Two copies of each submission in the English language must be delivered no later than 15:00 hours on June 16, 2010 to the first address below and one hard copy sent simultaneously to CDB at the second address below.

Following the assessment of submissions, a shortlist of not less than three, and not more than six consultants, will be invited to submit technical and financial proposals. Copies of the terms of reference for the assignment will be made available to the short-listed firms.

The BPSA reserves the right to accept or reject late applications or to cancel this invitation partially or in its entirety. The BPSA will not be bound to assign any reason for not short listing any applicant and will not defray any costs incurred by the applicant in the preparation and submission of statements of capability.

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